

Memo

To: AAC Members
From: Kathie Jacobs
CC:
Date: 4/15/2002
Re: Airport Information

Attached are maps of the Oakland International Airport. I've checked out the meeting room location and below are directions for getting to the Esther Love conference room once you're at the airport. Note: there's a lot of construction going on in the street area prior to getting to the airport and traffic could be quite congested.

Esther Love Conference Room (located in Terminal 1) (Some members will be flying in on Southwest Airlines. SWA is located in Terminal 2; however, some flights do use Terminal 1 -- you won't know until you've arrived. There are no conference rooms in Terminal 2.

In Terminal 1, enter the walkway between the baggage claim and the ticket counters and walk towards Gates 1-17. Prior to actually entering the walkway to the gated area (or the security area) you will see a small sign for the elevator on the right.

Enter the elevator to the 2nd Floor. Exit the elevator on the 2nd Floor. Directly in front of you will be a directory that indicates conference rooms with an arrow pointing to the right. Walk to the right through a door. The very next door, which will probably be closed, has a sign that reads: "ID Required, Alarm Will Sound" **IGNORE** the sign and press the handicapped button for the door to automatically open. Go through the door and turn left at the first corridor. The Esther Love conference room will be the first room on the right and has a name plate outside the door.

The meeting is scheduled to start at 10:00 a.m. and end by 12:00 p.m. The conference room will be open and available to the AAC from 9:30 a.m. until 1:00 p.m.

The members are scheduled for lunch in the Tower Lounge at noon. The Tower Lounge is located on the 8th Floor in Terminal 1. You'll use the same elevator you used to get to the meeting room. The Tower Lounge does not open until noon and access to the 8th Floor is not available until the Tower Lounge opens.

I know that some members have guests joining them for lunch and the tour afterward. If the guests won't be attending the AAC meeting you might suggest that they meet you in the Esther Love conference room just before noon and everyone can head to the Tower Lounge together when it opens.